



Florence Downtown Commercial Rehabilitation Program

Application

Application Date: _____

Applicant/Business Name: _____

Project Address: _____

Applicant Mailing Address: _____

Applicant Phone: _____ Email: _____

Florence Business License Number, if applicable: _____

Property Lease Expiration Date (if applicable): _____

****A completed W-9 document must be signed and attached***

Property Ownership Information (if different than applicant)

Property Owner: _____

Property Owner Mailing Address: _____

Property Owner Phone: _____ Email: _____

Project Information

Total Anticipated Project Budget: _____ Total Grant Request: _____

Will this project require Town permits? ____ Yes ____ No

Estimated Start Date: _____

Project Description:

Project Budget: **Please attach one (1) quote and photos of existing building**

Activity	Estimated Cost	Funding Source (Town or Applicant)
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I, _____, hereby make application to the Greater Florence Chamber of Commerce (Chamber) for the Florence Downtown Commercial Rehabilitation Program in the amount of \$_____. I understand the Grant Review Committee must approve my application. I further understand these funds are NOT GUARANTEED and if I fail to meet any of the rules, regulations, or guidelines outlined in the Florence Downtown Commercial Rehabilitation Program, I forfeit the right to receive reimbursement for any and all work performed on the property. If approved, I understand that all work performed must be in compliance with all Town of Florence Building and Development Codes, as amended.

Applicant Signature

Date

Property Owner Signature

Date

Please return the completed application to:

Florence Town Clerk
Town of Florence
775 North Main Street
P. O. Box 2670
Florence, AZ 85132



Florence Downtown Commercial Rehabilitation Program Application Checklist

Required Elements

- ☐ Completed Application
- ☐ Site Plan drawn to scale
- ☐ Professional Building Title Reports (must include Title Insurance)
- ☐ Scope of work and designs by a registered Architect or Engineer if applicable
- ☐ Altered property rehabilitation plans drawn to scale
- ☐ Photographs of existing conditions
- ☐ Estimated total project costs (minimum 1 bid)
- ☐ Electronic copy of submission materials
- ☐ A copy of the code violation notice/notices to be rectified by the project
- ☐ A completed and signed W-9
- ☐ If tenant is the applicant, written authorization from property owner for the project.